



TOWN OF FREETOWN
3 North Main St
P O Box 438, Assonet, MA 02702

Jacqueline A. Brown, MMC/CMMC
Town Clerk/Master Records Officer

508-644-2201 ext 2

PUBLIC RECORDS REQUEST FORM

Date of Request:

Description of
Materials Sought:

REQUESTOR INFORMATION:

Name of Requestor:

Firm / Company:

Address:

City:

State:

Zip:

Phone number:

Fax number:

Email:

Please be as specific as possible when requesting information:

COPY OF RECORDS (.05 per page plus search, redact and/or copy fee)

OTHER / ADDITIONAL INFORMATION:

MASTER RECORDS OFFICER USE ONLY:

Date Issued to Custodian:

Department/Custodian:

Date of Initial Response:

Date of Further Response:

Date Records Provided:

of Hours to Fulfill:

Total Fees w/breakdown:

Other:

Amt. Paid/Date: